

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

Date/Time Stamp:
RECEIVED
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PUBLIC RECORDS
2018 AUG 10 PM 4:34

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): March 24 - March 31, 2018

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$13,313	\$950	\$533	\$331 (Liberia and Cote d'Ivoire visas)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6)*. (Attach additional pages if necessary.):

8-10-18 Damon Ly Damon B. Ly
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8-10-18 Charles Sch
(Date) (Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation
 2. Description of the trip: Please see attached:
 3. Dates of travel: Saturday, March 24 - Saturday, March 31, 2018
 4. Place of travel: Monrovia, Liberia and Abidjan, Cote d'Ivoire
 5. Name and title of Senate invitees: Please see attached.
 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR-**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND-**
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND-**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

-OR-

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The UN Foundation is the sole sponsor of the trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
Please see attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF frequently sponsors congressional learning trips to observe the UN's work abroad. From 2013-2017, UNF organized trips to Cameroon, Liberia, Haiti, South Sudan, Rwanda, DR Congo, and the Central African Republic, for example. Each trip focused on issues related to global health or peacekeeping.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$5,353 (airfare from DC to Liberia and from Cote d'Ivoire to DC)	\$600 (Liberia)	\$285 (Liberia)	\$181 (Liberia visa fee)
<input type="checkbox"/> Actual Amounts	\$352 (airfare from Liberia to Cote d'Ivoire) \$300 ground transportation = \$6,005 total	\$744 (Cote d'Ivoire) = \$1,344 total	\$307.50 (Cote d'Ivoire) = \$592.50 total	\$150 (Cote d'Ivoire visa fee) = \$331 total

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

Please see attached.

19. Name and location of hotel or other lodging facility:

Mamba Point Hotel - United Nations Drive, Monrovia, Liberia

Hotel Novotel Abidjan - 10 Avenue du General de Gaulle Plateau, Abidjan, Cote d'Ivoire

20. Reason(s) for selecting hotel or other lodging facility:

Favorable price, location, and security concerns.



**Peacekeeping Learning Trip to Liberia & Cote d'Ivoire
March 24 – 31, 2018**

***All Times Local**
Monrovia/Abidjan +5 hours from Washington, D.C.*

Saturday, March 24 --- Travel

Attire: Casual.

2:50pm Arrive at Dulles International Airport (IAD), check-in for flight
5:50pm Depart IAD via Brussels 516

Sunday, March 25 --- Travel/Monrovia

Attire: Casual.

7:25am Arrive Brussels International Airport (BRU)
12:10pm Depart BRU via Brussels 241
7:05pm Arrive Roberts International Airport (ROB)
*Transfer to hotel, check-in
Room service dinner*
Overnight Mamba Point Hotel
United Nations Drive
Monrovia, Liberia
Phone: (+231) 5929292 | (+231) 5939393

Monday, March 26 --- Monrovia

Attire: Business.

7:30am – 8:00am Breakfast
Mamba Point Hotel
8:00am – 8:30am Transfer to UNMIL HQ
8:30am – 9:15am Meeting with Farid Zarif, Special Representative of the Secretary General &
UNMIL Leadership to learn about the UN Peacekeeping Mission in Liberia.
UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street
9:15am – 10:20am Meeting with UN Country Team (Representatives from the UN Development
Programme, UNICEF, UN Population Fund, World Health Organization, and

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Tuesday, March 27 --- Monrovia

Attire: Business Casual

6:45am – 7:30am	Breakfast <i>Mamba Point Hotel</i>
7:30am – 8:30am	Transfer to Tubmanburg Superintendent's Office
8:30am – 9:10am	Meet with County Superintendent who will highlight UNMIL's contribution in the region and will guide us during our visit. <i>Tubmanburg Superintendent's Office, Capital of Bomi County, northwest of Monrovia</i>
9:10am – 9:30am	Transfer to Tubmanburg Central Prison
9:30am – 10:00am	Tour of Corrections Facility with Prison Superintendent. This meeting will highlight UNMIL support in training the corrections officers and the building of the infrastructure. <i>Tubmanburg Central Prison</i>
10:00am – 10:20am	Transfer to Circuit Court
10:20am – 11:00am	Visit Circuit Court and meet with local judges. This meeting will discuss UNMIL support for justice system including training local judges. <i>Bomi County Courthouse</i>
11:00am – 11:15am	Transfer to Bomi County Women's Center
11:15am – 12:15pm	Meet with local civil society in Bomi County. This meeting will be with traditional leaders and local civil society in the region to discuss the future of Liberia after UNMIL departs at the end of the month. Women leaders will be highlighted during the discussion. <i>Bomi County Women's Center</i>
12:15pm – 1:30pm	Transfer to Golden Beach Restaurant
1:30pm – 2:45pm	Lunch and refresh <i>Golden Beach Restaurant</i>
2:45pm – 3:15pm	Transfer to UNMIL HQ
3:15pm – 4:30pm	Presentation and meeting on Joint Rule of Law Programme <i>UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street</i>
4:30pm – 4:45pm	Transfer to Mamba Point Hotel
4:45pm – 7:00pm	Executive Time

7:00pm – 9:00pm Dinner with UNMIL and U.S. Embassy leadership. This dinner is an opportunity to mark the closing of the UNMIL at the end of the mission and will focus on the U.S. – UN partnership in Liberia.
Regazzi Restaurant, Mamba Point Hotel

Overnight Mamba Point Hotel

Wednesday, March 28 --- Monrovia/Travel/Abidjan

Attire: Business.

7:00am – 7:30am Breakfast (Bring luggage to the lobby)
Mamba Point Hotel

7:30am – 8:00am Transfer to Liberia National Police HQ

8:00am – 9:00am Meeting with the Liberian Police Chief, Mr. Patrick Toe Sudue. The Chief will discuss how the U.S. and UN were critical partners in rebuilding the Liberian National Police force after the conflict.
Liberia National Police HQ

9:00am – 9:30am Transfer to Executive Mansion

9:30am – 10:30am Meeting with the President of Liberia, Mr. George Manneh Weah. The purpose of the meeting is to gain a better understanding of the President's priorities and how the U.S. and UN can support his agenda.
Executive Mansion

10:30am – 11:15am Transfer to Eternal Love Winning Africa (ELWA) Hospital

11:15am – 12:15pm Tour ELWA Hospital, speak with health care workers and Ebola survivors. This was the site of the largest Ebola Treatment Unit in Liberia during the crisis and the facility continues to operate a clinic for Ebola survivors.
ELWA Hospital

12:15pm – 1:00pm Transfer to Farmington Hotel

1:00pm – 1:55pm Lunch
Farmington Hotel

1:55pm – 2:00pm Transfer to Roberts International Airport (ROB)

4:00pm Depart Monrovia via Air Cote d'Ivoire HR 751

5:50pm Arrive Félix-Houphouët-Boigny International Airport (ABJ)

6:30pm – 7:00pm Transfer to Hotel Novotel Abidjan

7:00pm – 7:30pm	Executive Time
7:30pm – 9:00pm	Dinner event with UN Agency and U.S. Embassy staff (informal) <i>Hotel Novotel Abidjan</i>
Overnight	Hotel Novotel Abidjan 10 Avenue du General de Gaulle, Plateau Abidjan, Côte d'Ivoire Phone: +225 20 31 80 00

Thursday, March 29 --- Abidjan

7:30am – 8:00am	Breakfast <i>Hotel Novotel Abidjan</i>
8:00am – 8:30am	Transfer to UNDP Office
8:30am – 9:00am	Security Team Briefing with UN Department of Security & Safety. The UNDSS will provide analysis on Cote d'Ivoire's current security situation. <i>UNDP Office</i>
9:00am – 10:30am	Briefing with UNDP Resident Coordinator and UN agencies (Representatives of the UN Development Program, UN Women, UNICEF, UN Population Fund, UN Refugee Agency, International Organization for Migration, and the Food and Agriculture Organization of the United Nations) to learn about how UN agencies support sustainable peace in Cote d' Ivoire. <i>UNDP Office</i>
10:30am – 11:00am	Transfer to U.S. Embassy
11:00am – 12:00pm	Meet with Katherine Brucker, Chargé d'Affaires, U.S. Embassy in Cote d'Ivoire & Country Team to discuss U.S. priorities in Cote d' Ivoire. <i>U.S. Embassy</i>
12:00pm – 12:30pm	Visit women's craft fair and hear from women entrepreneurs. The U.S. Embassy is hosting local women entrepreneurs for a craft fair to learn more about Monrovia's local economy, the role UNMIL has played in helping normalize business operations in the country, and ongoing challenges facing female entrepreneurs. <i>U.S. Embassy</i>
12:30pm – 12:45pm	Transfer to Aboussouan Restaurant
12:45pm – 1:30pm	Lunch <i>Aboussouan Restaurant</i>
1:30pm – 1:45pm	Transfer to site visit UNDP & Peacebuilding Fund Programs

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priorities of the Cote d' Ivoire and how the U.S. and UN can support their agenda.

Executive Office of the President

11:30am – 12:00pm

Transfer to World Cocoa Federation Abidjan Office

12:00pm – 1:30pm

Lunch Briefing by World Cocoa Federation – Cote d'Ivoire Team
Cote d'Ivoire is the world's largest cocoa producer and the UN has been vital to creating the stability necessary to continue and expand cocoa production in the country – much of which is exported to the United States. A representative from Mars Corporation's local Abidjan office will also be in attendance to discuss the chocolate manufacture's Sustainable Cocoa Initiative – an effort to support small farmers, increase production/local profits, grow the Ivoirian economy, and protect the environment. This meeting will highlight how cocoa production in Cote d' Ivoire contributes to the U.S. economy and American jobs.

World Cocoa Federation Abidjan Office Rue J 153, Lot 23, llot 3215

1:30pm – 1:45pm

Transfer to site visit

1:45pm – 3:00pm

Visit to USAID project which highlights U.S. and UN partnership on the ground specifically on security sector reform.

3:00pm – 3:15pm

Transfer to West African Network for Peacebuilding Office

3:15pm – 4:15pm

Meet with West African Network for Peacebuilding – Cote d' Ivoire. This is a meeting with local youth leaders working on peacebuilding.

West African Network for Peacebuilding Office

4:15pm – 4:45pm

Transfer to Hotel Novotel Abidjan

4:45pm – 5:45pm

Executive Time

5:45pm – 6:00pm

Bring luggage to lobby

6:00pm

Depart for Félix-Houphouët-Boigny International Airport (ABJ)

8:00pm

Informal debrief and lessons learned

10:00pm

Depart ABJ via Brussels 286

Saturday, March 31 --- Travel

6:40am

Arrive Brussels International Airport (BRU)

10:15am

Depart BRU via Brussels 515

12:55pm

Arrive Dulles International Airport (IAD)